



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 7-24-15	Interviewer: SGS	RFA #15 – 17
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED] Student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
5/21/15	[REDACTED] sends an email to Michael Sledge (MS).	[REDACTED] reports that [REDACTED] made inappropriate comments (involving sex, race and religion) on the Western Facebook page for newly admitted students. Screenshots of the comments are included in the email.
5/28/15	MS email [REDACTED]	MS informs [REDACTED] that the Office of Student Life received a complaint that [REDACTED] may have violated the Student Rights and Responsibilities Code. MS schedules a phone meeting for June 4 th , 2015 at 9am.
6/25/15	MS emails [REDACTED]	MS informs [REDACTED] that [REDACTED] has been found in violation of the Harassment policy. [REDACTED] sanctions include a warning and a follow up meeting with MS where [REDACTED] must discuss what he has learned from this experience.
6/29/15	MS emails [REDACTED]	MS informs [REDACTED] of the sanctions given to [REDACTED].
7/7/15	[REDACTED] writes a letter to Dean Pratt	[REDACTED] requests a review from the Appeals Board based upon her belief that the sanctions imposed were disproportionate to the violations committed and they needed to be more severe.
7/8/15	MS forwards email	The forwarded email contains [REDACTED] complaint about [REDACTED] to the Office of

	correspondence between [REDACTED] and himself to Mohammed Cato (MC)	Student Life.
7/9/15	MS forwards an email from [REDACTED] to MC	[REDACTED] thanks MS for providing updates and talking to [REDACTED] but also shares that she is afraid of seeing [REDACTED] on campus and will let MS know if she experiences further harassment.
7/24/15	Sue Guenter-Schlesinger (SGS) calls [REDACTED]	SGS calls [REDACTED] after email exchange to express concern for [REDACTED] experience and to restate WWU's commitment to preventing and responding to sexual harassment and sexual violence. SGS describes her function as the Vice Provost and Title IX Coordinator. SGS wants to make sure [REDACTED] is okay and indicates to [REDACTED] that she'll send [REDACTED] a Resource Card. [REDACTED] asks that her name not be used but wants SGS to meet with Dean Pratt.
7/27/15	SGS emails [REDACTED] a Resources and Reporting Options Card	